

**CIVILIAN PERSONNEL ADVISORY CENTER (CPAC)  
NON-APPROPRIATED FUND APPLICATION INSTRUCTIONS**

**USE THE FOLLOWING CHART TO DETERMINE THE FORMS YOU ARE REQUIRED TO SUBMIT  
BASED ON YOUR APPLICANT CATEGORY**

| <b>REQUIRED<br/>FORMS</b>  | <b>MILITARY<br/>SPOUSE<br/>PREFERENCE<br/>(MSP)</b> | <b>FAMILY<br/>MEMBER (FM)</b> | <b>JN-SERVICE<br/>(CURRENTLY WORKING<br/>FOR FEDERAL SERVICE<br/>ON PERMANENT<br/>APPOINTMENT)</b> | <b>VETERAN'S<br/>READJUSTMENT<br/>ACT (VRA)<br/>ELIGIBLES</b> | <b>EXTERNAL<br/>(INCLUDES OSL<br/>APPOINTEES,<br/>TEMPORARY<br/>EMPLOYEES, AND<br/>PERSONS NOT<br/>WORKING)</b> |
|--|---|-------------------------------|--|---|---|
| <b>APPLICATION<br/>DA FORM 3433 &amp;<br/>DA FORM 3433-1<br/>(FOR CYS<br/>POSITIONS -<br/>DA FORM 3433-1<br/>&amp; DA FORM<br/>3433-2)</b> | <b>YES</b>  | <b>YES</b>                    | <b>YES</b>   | <b>YES</b>  | <b>YES</b>  |
| <b>DA 3434<br/>(NAF<br/>PERSONNEL<br/>ACTION</b>   | <b>YES<br/>(IF ON LWOP)</b>                         | <b>YES<br/>(IF ON LWOP)</b>   | <b>YES</b>   | <b>NO</b>   | <b>YES<br/>(IF PRIOR<br/>FEDERAL<br/>SERVICE)</b>   |
| <b>TRANSCRIPTS</b>   | <b>YES<br/>IF APPLICABLE</b>                        | <b>YES<br/>IF APPLICABLE</b>  | <b>YES<br/>IF APPLICABLE</b>   | <b>YES<br/>IF APPLICABLE</b>                                  | <b>YES<br/>IF APPLICABLE</b>  |
| <b>SPONSOR'S<br/>ORDERS</b>  | <b>YES</b>  | <b>YES</b>                    | <b>NO</b>  | <b>NO</b>   | <b>NO</b>   |
| <b>OF DUTY<br/>MILITARY<br/>MEMBER</b>   | <b>NO</b>   | <b>NO</b>                     | <b>NO</b>  | <b>NO</b>   | <b>LETTER FROM<br/>COMMANDER<br/>AUTHORIZING<br/>WORK</b>   |
| <b>DD FORM 214</b>   | <b>YES<br/>IF APPLICABLE</b>                        | <b>YES<br/>IF APPLICABLE</b>  | <b>YES<br/>IF APPLICABLE</b>   | <b>YES<br/>IF APPLICABLE</b>                                  | <b>YES<br/>IF APPLICABLE</b>  |
| <b>SF-15</b>   | <b>YES<br/>IF APPLICABLE</b>                        | <b>YES<br/>IF APPLICABLE</b>  | <b>YES<br/>IF APPLICABLE</b>   | <b>YES<br/>IF APPLICABLE</b>                                  | <b>YES<br/>IF APPLICABLE</b>  |
| <b>LOCAL<br/>QUESTIONNAIRE</b>   | <b>YES</b>  | <b>YES</b>                    | <b>YES</b>   | <b>YES</b>  | <b>YES</b>  |
| <b>SUPPLEMENTAL<br/>SHEET</b>  | <b>YES</b>  | <b>YES</b>                    | <b>YES</b>   | <b>YES</b>  | <b>YES</b>  |
| <b>PASSPORT/VISA<br/>COPY PLEASE</b>   | <b>YES</b>  | <b>YES</b>                    | <b>YES</b>   | <b>YES</b>  | <b>YES</b>  |

**FOR NON-FAMILY MEMBERS - BE SURE TO LIST ALL ENTRIES AND EXITS FROM KOREA ON  
THE LOCAL QUESTIONNAIRE**

**SUPPLEMENTAL INSTRUCTION/FORMS  
FOR  
NONAPPROPRIATED FUND EMPLOYMENT**

**Please follow instructions below for respective category as applicable:**

1. Family members of US military personnel and DOD Civilian sponsors must submit a copy of their sponsor's travel orders to verify eligibility for preference along with appropriate Supplemental Forms at web link :  
<http://8tharmy.korea.army.mil/G1/Cpd/Area4Cpac/usnaf%20.htm>
2. Involuntarily Separated Military Preference. Eligible for 1 year after separation from military. Preference also applies to their dependents. Must attach DD214 copy-4 and a copy of DD Form 1173 (uniformed Services Identification and Privilege Card) for family Members.
3. Off duty military personnel must provide written letter of approval from their Commander which authorizes off duty work.
4. Active duty military is eligible for consideration for employment within 60days of retirement substantiated with documentation showing separation under honorable conditions. The approval date must be within 60 days of the closing date of the vacancy announcement.
5. Veterans claiming Veteran's preference may provide SF 15 and supporting documentation, (i.e. letter from the Veteran's Administration dated within one year). Proof of Preference must be validated.
6. Veterans who are retired/discharged from the U.S. Military must submit a copy 4 of their DD 214 whether or not Preference is being exercised.
7. Current and Former DOD NAF employees must provide proof current status when applying position.
8. Current DOD Army Appropriated Fund (APF) employees must provide copies of most recent SF-50 as proof of status at application.

**Additional Employment Information:**

“Working overseas in Korea offers an opportunity to work closely with local national employees and experience the culture first hand. The Korean peninsula is one of the most mountainous region in the world. It has breathtaking landscapes of scenic hills and valleys. The climate is characterized by the four distinct seasons. A diverse array of Korean cuisine is available.”

For additional information, visit “Living in Korea” at <http://cpoc-www.korea.army.mil>